

**CENTRAL EMERGENCY DISPATCH COMMISSION
TRUMBULL TOWN HALL
LONG HILL CONFERENCE ROOM
MONDAY, June 20th, 2011
5:30 P.M.**

- 1. Call to order**
- 2. Approval of previous meeting minutes**
- 3. Public comment**
- 4. Special committees reports**
 - 4.1 PSAP consolidation project
 - 4.2 Kimball Survey (current status report from B.C.)
 - 4.3 Brian Humes (Brian Casey was to follow up on space needs)
 - 4.4 New town Department (K.M. to report on findings from town purchasing / Civil Service).
- 5. Read all correspondence**
 - 5.1** Letter to Wayne Szmyt RFI Q&A policy
 - 5.2** E-mail to Dan Nelson RE: analytical support
 - 5.3** E-mail Request town fire chiefs to attend meeting (declined)
 - 5.4** E-mail to Glenn Byrnes requesting duties as listed for PD Dispatchers.
- 6.0 Unfinished business**
 - 6.1 - Compliance request from TRDC**
 - Meeting minutes (monthly report)
 - Run Statistics (monthly report)
 - Q&A statistics (new 6-20-11)
 - 6.2 EMD Q&A program data & key code provide but no policy, Policy**
 - needs to be developed, Barbara Crandall to provide update regarding policy. Items open prior to 8-16-10, no policy confirmed on 8-16-10. TRDC reported on 2/28/11 (1) member trained on Q&A Cert and policy to follow. Item to remain on agenda till policy is completed and deployed. See also item 5.1 above

6.3 – a written summary of formal complaints and / or compliments, no information provided as of 3-16-11, to be removed from agenda after 6-20-11 no information ever provided by TRDC

6.4- Status on the delineation of duties

K.M. to provide break out of TRDC's dispatch duties

K.M. request from G.B. Police departments dispatch duties

6.5 Discussion regarding time line for PSAP consolidation project milestones

7.0 New business

7.1 Review Job Description of Dispatcher, current vs. new combined PD, EMS, Fire to form new consolidated Description to be used as an outline for new civilian town position.

7.2 TCFD to implement 15X.XX simulcast system in near future.